

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DOWNTOWN MENTAL HEALTH CENTER
TRANSFER OPPORTUNITY
THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY
MENTAL HEALTH CLINICAL SUPERVISOR**

Downtown Mental Health Center (DMHC) is seeking a highly motivated, self-directed, organized and dedicated individual to serve as a Mental Health (MH) Clinical Supervisor for the Wellness Program. The Wellness Program is recovery-focused and provides psychiatric services, case management, individual and group therapy, crisis intervention, peer lead self-help groups, and support groups for clients with co-occurring disorders, outreach, referrals for benefits establishment and housing assistance and linkages to community agencies.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide clinical and administrative supervision for a multidisciplinary team.
- Monitor their staff clients' care services.
- Facilitate monthly team meetings with assigned staff
- Participate in the clinic's management and general staff meetings
- Participate in the clinic's Quality Assurance activities by reviewing clients' records for compliance with Medi-Cal documentation standards.
- Assist with investigations and resolutions of client complaints.
- Participate in the Department, County, and community meetings as needed.
- Provide direct clinical services to a small case load of clients as needed.
- Prepare various monthly reports and participate in the preparation for program's audit as needed.
- Maintain current LPS designation to write 5150.
- Assist the Wellness Program with any activities related to clients' care as needed.

DESIRABLE QUALIFICATIONS:

- Strong clinical and administrative supervisory skills.
- Strong leadership and time management skills
- Strong verbal and writing communication skills
- Strong interpersonal skills and the ability to work and communicate effectively with employees, clients and community agencies.
- Ability to be flexible to manage evolving changes in the clinic's operations.
- Good computer skills

Interested individuals *currently* holding the payroll title of Mental Health Clinical Supervisor are encouraged to Fax or email their resume, last two (2) Performance Evaluations and last two (2) years of master time records by November 7, 2014 to:

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